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25 August 1954

MEMORANDUM FOR THE DIRECTOR, PERSONNEL NO. 45-1530-1

SUBJECT: Shuttle Bus Passes

Agency Notice [redacted] Local Transportation, Identification to Ride Agency Shuttle Buses, dated 11 August 1954, is quoted below for the information and guidance of all members of the Office of Personnel.

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1. The Agency operates a shuttle bus service to most of the Agency buildings and to and from the Pentagon for use of Agency personnel requiring transportation between these points for official purposes.

2. Effective 25 August 1954, all Agency personnel boarding Agency buses will be required to show their Agency badge or present an Agency bus ticket to the bus driver. Personnel of other Government agencies are authorized to use Agency buses for official purposes upon presentation of official identification or official bus tickets of their respective Government agencies. Bus drivers have been instructed to prohibit personnel from riding Agency buses when such personnel do not present the proper identification or an official bus ticket as indicated in this paragraph.

3. A supply of Agency bus tickets will be made available to the Director of Security who will place sufficient numbers of these bus tickets with each of the receptionists located throughout Agency buildings. Each Agency component conducting business with individuals who do not possess an Agency badge will be responsible for furnishing the appropriate receptionist with the name of individuals to whom a bus ticket is to be issued. Agency receptionists will furnish bus tickets to individuals only upon the specific request (telephone, or otherwise) of a representative of an Agency component.

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[redacted]  
George E. Nelson  
Deputy Assistant Director  
for Personnel

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(57-57)  
20 Aug 54*

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